

**Budget Preparation Worksheet**

***Sample Project Budget***

Organization: \_\_\_\_\_

Grant Period: (from \_\_\_\_\_ to \_\_\_\_\_)

Budget Period: (from \_\_\_\_\_ to \_\_\_\_\_)

Project Year(s): \_\_\_\_\_

**Intervention MICA  
TOOLS**

**Capacity Building – Budget Preparation**

I. Personnel						Total
<i>i. Position</i>	Base Salary	% of Effort	Project Salary	Fringe %	Fringe Amount	(Project Salary + Fringe Amount)
Principal Investigator						
Project Staff						
Project Staff 2 (as needed)						
Administrative Staff						
Administrative Staff 2 (as needed)						
Other Staff 1						
Other Staff 2 (as needed)						
Fringe Benefits (_____ %)						
<b>Total Personnel Expenses:</b>						_____
<b>II. Other Direct Costs</b>						
<i>i. General Office Supplies/Materials</i>						
Office Operations						
Equipment						
<i>ii. Intervention Materials</i>						
Incentives/Promotions						
Surveys						
Other intervention materials						
<i>iii. Meeting and Intervention Activity Space</i>						
<i>iv. Transportation/Travel</i>						
Personnel Travel Expenses						
Intervention Participants Travel Expenses						
<i>v. Other</i>						
<b>Total Direct Costs:</b>						_____
<b>III. Purchased Services</b>						
<i>i. Consultants</i>						
<i>ii. Contracts</i>						
<i>iii. Technical Assistance</i>						
<b>Total Purchased Services:</b>						_____
<b>TOTAL DIRECT COSTS:</b>						_____
<b>IV. Indirect Costs (% X Total Direct Costs)</b>						
<b>V. Grand Total</b>						

